

Hall of Records  
Commission

## REQUEST FOR RECORDS RETENTION SCHEDULE

To be submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 162PAGE  
NO. 1. ✓

1. Requesting Agency

DEPARTMENT OF PUBLIC WELFARE

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. ACCOUNTING RECORDS

Quantity: 25 legal size drawers (50 cubic feet)

Dates: 1939 - -

File Arrangement: Chronological

Annual Accumulation: 3½ cubic feet

Disposable Amount: 35 cubic feet (estimate)

Audited by: State and Federal

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically, these are:

## Comptroller of the Treasury

Form No.

E-1-S Distribution of Charges  
E-1 & E-2 Transmittal  
DD-1 Certificate of Deposit  
R-2 (formerly MR-2) Monthly Report of State Funds  
Collected and Deposited  
Distribution of Unexpended and Obligated Balances  
Monthly Statement of Balances

## Purchasing Bureau (Department of Budget &amp; Procurement)

1-A Requisition for Supplies  
47-A Purchase Order

Approved Hall of  
Records Commission

7. Agency, Division or Bureau Representative

*J. H. Hume*  
Signature

*Asst. Chief Dir. of Audits & Accounts*  
Title

*5-3-55*  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*May 5, 1955*  
Date

*Morris S. DeLaff*  
Archivist

*MAY 17 1955*  
Date

*J. H. Hume*  
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)SCHEDULE  
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162

PAGE  
NO. 2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>100-16 Out of Schedule Requisition for Supplies 39A &amp; 40A Stores Requisition CF-2 Copy of Contract Awarded CF-1 Capital Fund Requisition for Equipment 100/24 Actual Emergency and Repairs Report 27-A Copy of Contract Awarded CF-3 Copy of Contract Awarded Delivery Notice 26-A Notice of Award of Contract 52 Credit Memorandum 51 Report of Partial Delivery</p> <p>Budget Bureau (Department of Budget &amp; Procurement)</p> <p>BB-1 (Rev.) Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet BP Inv. R101 Report of Fixed Assets (annual) BP Inv. R102 Report of Materials and Supplies (annual) BP Inv. 6 Materials and Supplies Physical Inventory (annual) BB-40 Request for Position Action Budget Forms 1 thru 11 Budget Estimates Fiscal Year (13 pages including Form Statement) BP Inv. 1 Stores Record BP Inv. 2 Equipment Record BP Inv. 3 Motor Vehicle Record Memorandum of Adjustment</p> <p>Others</p> <p>Vendors Invoices Bank Deposit Slips Bank Statements Cancelled Checks Check Stubs Refund Receipts 48 Vouchers 56 Requisition for Supplies or Equipment (Departmental Storeroom) 67 Interdepartment Invoice 208 Requisition for Mimeographing or Printing 373 Purchase Order County Payroll Copies of Quarterly Expenditure Reports to Federal Department of Health, Education, and Welfare</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date ... MAY 17 1955</p> <p><i>McLuskey</i></p>	

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><u>ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE</u></p> <p>PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, Federal and State, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954)</p> <p>PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, Federal and State, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954)</p> <p>PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, Federal and State, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>PAY WARRANTS - The agency copy is to be retained for three years or until audited, Federal and State, whichever is later, and then destroyed. (General Schedule No. 4, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, Federal and State, whichever is later, and then destroyed. (General Schedule No. 4, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>TRANSMITTAL FORM E-1 or E-1 (Comptroller of the Treasury Form) is to be retained for three years or until audited, Federal and State, whichever is later and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).</p>	<p><i>Approved Hall of Records Commission</i></p>

APPROVED BY  
BOARD OF PUBLIC WORKS  
MAY 17 1955  
Date .....  
*[Signature]*  
Secretary